



ENCROACHMENT LICENSE APPLICATION INSTRUCTIONS

CITY USE

- _____ ♦ Complete Encroachment License application, *ALL* obtain owner's/petitioner's signatures, and have notarized. ☐
- _____ ♦ A written **legal description** of the property is required. ☐
- _____ ♦ Two (2) **site plans** showing details of the proposed encroachment are required. ☐
- _____ ♦ If within the Regional Center District, you must first obtain **Regional Center approval (Current Planning, 18th floor, City-County Bldg.)**. (*Note: A copy of the **Regional Center approval letter** must be submitted with the encroachment application). ☐
- _____ ♦ If within **Historic District** must obtain **IHPC (Indianapolis Historic Preservation Commission) approval** (*Note: A copy of the "**Certificate of Appropriateness**" must be submitted with the encroachment application). ☐
- _____ ♦ Please submit application along with any additional documentation to the address below along with a \$32.00 application fee and \$360.00 license fee. Checks should be made payable to 'THE CITY OF INDIANAPOLIS'.
Department of Code Enforcement
1200 Madison Ave., Suite 100
Indianapolis, Indiana 46225.
Phone #: (317) 327-8583 Fax #: (317) 327-3125 Email: row@indy.gov ☐
- _____ ♦ Once the application has been reviewed and approved, you will be contacted to come back to our office to pick up the application packet (all documents submitted). ☐
- _____ ♦ You must then obtain the required stamps from the **Treasurer's Office (10th floor, City-County Bldg)** AND take and have recorded (**Recorder's Office, 7th floor, City-County Bldg.**) ☐
- _____ ♦ Your recorded documents will be mailed back to you (typically in about a week). You will then bring back a copy of the Recorded document including the stamped **recorded instrument number**. ☐
- _____ ♦ The **Encroachment License** will then be released/issued, as well as the **Right-of-Way Permit** (if applicable), to perform the work to install the encroaching item within the City's right-of-way. ☐



ENCROACHMENT LICENSE APPLICATION

CASE NUMBER: ENC _____ - _____

PAYMENT: _____

VIO CASE NUMBER: VIO _____ - _____

A. INFORMATION ABOUT BUSINESS BEING LICENSED:

1. ENCROACHMENT LEGAL ADDRESS:

2. CONTACT INFORMATION:

OWNER:

APPLICANT:

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

E-MAIL ADDRESS: _____

PHONE & FAX #: _____

3. BRIEF DESCRIPTION OF ENCROACHMENT (I.E. WHAT ARE YOU PLACING IN THE CITY RIGHT-OF-WAY?) ATTACH ADDITIONAL SHEETS IF NECESSARY:

4. LEGAL STATUS OF BUSINESS: ☐ CORPORATION (STATE OF INCORPORATION) _____, ☐ PARTNERSHIP OR ☐ SOLE PROPRIETOR.

B. LENGTH OF TIME APPLICANT INTENDS TO MAINTAIN PROPOSED ENCROACHMENT (LENGTH OF TIME FROM 1-20 YEARS): _____

C. DESCRIPTION OF PROPERTY (ATTACH A LEGAL DESCRIPTION AND TWO (2) SITE PLANS FOR REVIEW) SITE PLANS MUST BE DETAILED AND INCLUDE ANY/ALL NECESSARY INFORMATION.

D. IS THIS WITHIN THE HISTORICAL DISTRICT?: ☐ YES ☐ NO IF YES, PLEASE ATTACH A COPY OF THE CERTIFICATE OF APPROPRIATENESS TO THIS DOCUMENT.

E. IN ACCORDANCE WITH THE DRAWINGS ATTACHED TO THIS APPLICATION WHICH ARE HEREBY INCORPORATED AS A PART OF THE APPLICATION, THIS APPLICANT RESPECTFULLY REQUESTS THAT HE/SHE BE GRANTED A LICENSE TO MAINTAIN AN ENCROACHMENT UPON THE PUBLIC RIGHT OF WAY OF THE CITY OF INDIANAPOLIS, INDIANA, AS DESCRIBED ABOVE, AND PROMISES UNDER OATH THAT HE/SHE AND ALL SUCCEEDING TITLE OWNERS OF THE LAND DESCRIBED IN SECTION A, LINE 1 ABOVE, WILL BE BOUND BY ALL CONDITIONS, RESTRICTIONS, AND LIMITATIONS PLACED BY THE CITY UPON SAID LICENSE, IF GRANTED.

SIGNATURE OF PETITIONER

PRINTED NAME:

COMPANY NAME & TITLE:

DATE:

INDEMNIFICATION AGREEMENT:

THE APPLICANT SHALL ATTACH HIS/HER SIGNATURE AND DATE TO THIS AGREEMENT BEFORE AN ENCROACHMENT LICENSE WILL BE GRANTED.

THE APPLICANT/LICENSE HEREBY AGREES TO HOLD HARMLESS AND TO INDEMNIFY THE CITY AS THE RESULT OF ANY ACT OF COMMISSION OR OMISSION ON THE PART OF THE APPLICANT/LICENSEES, HIS/HERS HEIRS, SUCCESSOR ASSIGNS REGARDLESS OF WHETHER SUCH ACTS ARE THE DIRECT OR INDIRECT RESULT OF THE GRANT OF ENCROACHMENT PURSUANT TO THIS LICENSE.

SIGNATURE OF OWNER

PRINTED NAME:

COMPANY NAME & TITLE:

DATE:

STATE OF INDIANA)
)
COUNTY OF MARION)

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, THIS _____ DAY _____ 20 ____.

COUNTY OF RESIDENCE

NOTARY PUBLIC SIGNATURE

COMMISSION EXPIRATION DATE

PRINTED NAME

STAMP FROM MARION COUNTY TREASURERS OFFICE:

INFRASTRUCTURE SUPERVISOR/MANAGER APPROVAL:

DATE: _____

TRAFFIC ENGINEERING APPROVAL:

DATE: _____